

Sauk County Image Mover Statement of Work November 7, 2019

Project Description

This project includes an automatic, ongoing upload of new images to an FTP site or network location.

- TriMin will create an auto upload of future images on an ongoing basis to an FTP site or network location.
 - Images are added to the imaging system via LightHouse or the manual scanning process.
 - Images are uploaded once documents have been verified in LandLink.
 - Images will be in PDF format
- A customizable watermark can be added to the images that are uploaded via Image Mover.
- Images uploaded to the FTP site or network location by TriMin should be considered the most correct and current version of the image.
- Tract Book records will not be part of this project.

Project Assumptions

- This project will be performed remotely
- Customer billing can be handled through LandLink or LandShark and will not be part of this project. TriMin support can explain billing options and how to set them up.
- Sauk County will provide FTP site or network location connectivity information.
- Image Mover will copy images to only 1 location.

Sauk County Responsibilities

- The FTP site or network location will be hosted and maintained by Sauk County
- Sauk County will be responsible for managing access and fees associated with the use of the FTP site or network location.
- Sauk County will be responsible for removing images from the FTP site once they are no longer needed.

Fixed Bid.....\$4,000.00
Annual Maintenance.....\$800.00

Payment terms are Net 10 days from invoice date.

**Accepted and Agreed for
Sauk County:**

Signed By: Brent Bailey
Name: Brent Bailey
Title: Sauk County Register of Deeds
Date: 12/27/19

**Accepted and Agreed for
TriMin Systems, Inc:**

Signed By: Christine Billins
Name: Christine Billins
Title: Senior Account Executive
Date: 12/27/19